

June 15, 2016 (FINAL APPROVED Circulated 08/29/2016)

APPROVED MINUTES

**June 15, 2016 - 10 AM Central Time
Conference Call**

**WATERTOWN MUNICIPAL UTILITIES
901 4TH AVE. SW
WATERTOWN, SD 57201**

1. Chairman Dan Kaiser opened the meeting with a Call to Order and Roll Call at 10:00 AM, Central Time.

Members in attendance: Chairman, Dan Kaiser, Representing Telecommunication Companies Offering Local Exchange Service to More Than 50,000 Customers; Vice Chairman, John Ward, Representing Excavation Contractors; Fay Jandreau, Representing Telecommunication Companies Offering Local Exchange Service to Less Than 50, 000 Customers; Erin Hayes, Representing Community Antenna Television Systems; Bleau LaFave, Representing Investor-Owned Natural Gas Utilities; Kurt Pfeifle, Representing Rural Water Systems; Legal Counsel: Adam de Hueck; Executive Director: Larry Janes.

Board members unable to attend: Kevin Kouba, Representing Investor-Owned Electric Utilities; Ed Anderson, Representing Rural Electric Cooperatives; Eugene Solseth, Representing Excavation Contractors; Todd Chambers, Representing Municipalities; Doug Larson, Representing Interstate Carriers of Gas or Petroleum.

2. A motion was made by Dan Kaiser and seconded by Kurt Pfeifle to approve the South Dakota One Call Board Minutes of the February 10, 2016 Board Meeting. **Motion carried Unanimously upon a roll call vote.**

3. Executive Director Report Items

- a. Executive Director Contract. The Board may renegotiate the amount of compensation with the Executive Director on an annual basis. Today shall the Board consider a change? The Board may go into Executive Session, if and only according to SDCL 1-25-2 (3). Dan Kaiser made a motion to move into Executive Session. John Ward seconded the motion. **Motion carried unanimously.** Time in was at 10:23 am. Time out was at 10:43 am. Dan Kaiser made a motion to increase the Executive Director salary. John Ward seconded the motion. **Motion carried unanimously upon a roll call vote.**

- b. Continuation of the discussion regarding the increased workload of the Executive Director. Today shall the South Dakota One Call Board approve the addition of administrative support for the South Dakota One Call Board Executive Director? Larry Janes stated that he had discussed this with Steven Berg, Director of Office of Procurement. If approved by the Board, the position will be posted to the Office of Procurement website and may also be posted to the South Dakota 811 website. Bleau LaFave asked who is doing the hiring? Dan Kaiser stated

the Board would be hiring a contractor. Dan Kaiser asked for volunteers to serve as a hiring committee. Erin Hayes, Fay Jandreau, and Dan Kaiser will serve. The job description will be forwarded to the Board for review. Any comments, recommendations, etc., should be forwarded to the hiring committee by Monday, noon, June 20, 2016. The position will be offered in Rapid City and interviews of candidates may be held via telephone. The committee will then bring its recommendation to the Board for final approval. Bleau LaFave made a motion that the committee set up, post, interview, and recommend a final contract to the Board for approval. Dan Kaiser seconded the motion. **Motion carried unanimously upon a roll call vote.**

c. Review of the 2016 and 2017 FY Budgets. Today shall the Board make changes to the 2018 FY Budget, and shall the Board approve the Budget for 2018? Adjustments were made to include the cost of an Executive Assistant. Bleau LaFave made a motion to approve the Budget. Kurt Pfeifle approved. **Motion carried unanimously upon a roll call vote.**

4. General Discussion. There was no further discussion.

5. Fay Jandreau made a motion to adjourn. Dan Kaiser seconded the motion. **Motion carried unanimously upon a roll call vote.**

Minutes of this meeting were prepared by Larry Janes, Executive Director, South Dakota One Call Notification Board. For information about South Dakota One Call/South Dakota 811, please visit <http://onecall.sd.gov>. Materials presented at this meeting are available by contacting the Executive Director in writing at exedir@sdonecall.com, or by calling (605) 339-0529.